



COMMONWEALTH of VIRGINIA

Virginia Information Technologies Agency

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June 9, 2006

To: Agency Comprehensive IT Goods & Services Billing Contacts

From: David S. Boykin
VITA Billing Manager

Subject: Year-end Billing for Comprehensive Services

The attached invoice is an estimated comprehensive services bill for FY 2007, which includes estimated MOU, ITIM and ITSM fees. You have the option of paying all or a portion of that bill in FY2006, at your discretion.

If you would like to pay all or a portion of this invoice before the end of June, you may do so by following the process listed below.

Please use transaction code 140; agency 136; fund 0600; revenue source code 03007. In the invoice number field, please include the invoice number shown on your invoice (for example, D001560).

For any state agencies that pay by check or EDI, please identify your payment using this same convention for the invoice number listed above.

If you choose not to pay the annual invoice in its entirety by June 30th, you will receive monthly comprehensive services bills beginning in July.

If you have any questions, please contact the VITA Billing Office at (804) 225-4311 or at billing@vita.virginia.gov.